

From: Executive Director
Sent: Friday, March 07, 2008 4:49 PM
To: +All HQ Employees
Subject: Building Update - March 7, 2008

Early this morning, a leak resulting from a broken pipe on the 12th floor associated with the Heating Ventilating and Air Conditioning (HVAC) system, caused water intrusion on the 11th floor. Some water also leaked onto an area of the 10th floor. DGS brought in dryers, dehumidifiers and air scrubbers to dry out the affected areas. Employees from the 11th floor were sent home as well as employees who work in the immediately impacted area on the 10th floor. The water and the activities associated with drying the area were disruptive to normal work activities. The Taxpayer Records Unit is closed today as a result.

HygieneTech inspected and conducted air sampling on the 10th and 11th floor areas affected by the 12th floor today. They have advised us that they will do further testing when the effected building materials are deemed dry. Affected BOE employees may be able to return to their regular work areas as early as Tuesday, depending on the results. We will keep you posted as events evolve.

Employees who went home as a result of this event are expected to call the emergency telephone number, 888-668-8839, Sunday evening for instructions about reporting to work on Monday, March 10.